

~~CONFIDENTIAL~~  
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MEMORANDUM FOR: Executive Director

SUBJECT: Delinquent Accounts

REFERENCE: Memorandum from Executive Director No. A-236, dated 1 May 1963, same subject

1. Attached as Tab-A is a schedule showing the status of Headquarters controlled advance accounts as of 31 March 1963 as compared to the status of advances on 31 May 1962. You will note that during this period the number of delinquent advances to employees has been reduced from 128 to 4, the number of delinquent advances to agents has been reduced from 67 to 34, and the number of delinquent advances to Projects has been reduced from 44 to 16.

2. The progress made in reducing the number of delinquent accounts is attributable to the following:

- a. The Automatic Data Processing Division is providing more current statements and reports on advance accounts. This facilitates timely analysis and provides more current information to pass on to operating components for necessary action.
- b. The Finance Division has reduced systems and processing lags and is processing accounts in one-half the time that was required a year ago. An aggressive follow-up is being maintained on all delinquent accounts, and a positive request for action is initiated by the Finance Division on each account more than 60 days delinquent.
- c. The various operating components have placed greater emphasis upon the need for timely accountings and have taken action to process accountings to the Finance Division more promptly.

3. There is an increased awareness and understanding on the part of individuals receiving advances as to the necessity for timely and adequate accountings. This has been brought about in part by the actions mentioned above and in part through the maintenance of more frequent personal contacts with individual advancees, made possible following the location of the Clandestine Services components in the Headquarters building.

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Comptroller

Attachment

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